



Jill of Virtual Assistants

A virtual assistant (VA) is an independent contractor who provides administrative, technical and personal support to clients from a remote virtual office. VA's are very disciplined and able to work autonomously.

BENEFITS TO CLIENT

The flexibility of having all your admin, project and concierge needs catered for by a VA who not only provides this support but fits in with your unique time management needs.

Jill of Virtual Assistants will also cover all your secretarial & typing needs, editing, proof-reading, scheduling, email, presentations, biz & vacation travel, research, amongst others.

How would you also like to have someone who can record minutes of meetings onsite/online in real time when the need arises? Jill of Virtual Assistants can do this including notifications, agendas, electronic packs, follow-ups after each meeting & updating final minutes to distribute?

How would you like to have someone plan & manage events on your behalf? Jill of Virtual Assistants can do this too incl. hostess duties.

These services cater for South African and international clients.

To learn more about the benefits of working with a Virtual Assistant visit:

www.JillofVirtualAssistants.com

WAYS TO CONTACT YOUR VA @

Jill of Virtual Assistants

Phone +27-82-696-1452

Fax +27-86-215-3213

Email: JillofVirtualAssistants@gmail.com

Jill of Virtual Assistants

Providing expert administration
& specialised support services
across the globe



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ADMINISTRATION



Word Processing

- Typing letters, documents, editing, manuals, books, proof-reading, faxing, scanning, copying, emailing, eFiling, presentations & research, dictation, amongst others.

Concierge Services

- Provide personal support | concierge services like payment of bills online, renewal of car licences, online grocery shopping and delivery amongst others.

WEBSITE, EMAIL, TRAVEL & EVENTS

Website Design, Maintenance & Marketing

- Design & create basic website using approved templates including site maintenance
 - Design & create business cards, brochures, flyers, pamphlets amongst others.

eMail & Appointment Management

- Provide virtual calendar and email management including email responses, distributing emails, scheduling meetings, confirming appointments & reminders.

Travel Planning & Management

- Manage & coordinate all travel planning:
 - Flight(s), accommodation, car hire,
 - Chauffeur-service, vacation planning.

Events Planning & Management

- Manage & coordinate team-building, conferences, workshops, functions and launches amongst others,
- Hostess duties at these events, if & when needed.

MEETINGS & MINUTE-TAKING



Meetings & Minute-Taking

- Record minutes of meeting onsite and/or online in real-time or from recorded tapes | audio files,
- Prepare invites, notifications of meetings and agendas,
- Compile and distribute electronic packs to members, locally, nationally and internationally,
- Update minutes, attendance registers and arrange sign-off of final minutes for distribution.

